



School Leader Update

Iowa Department of Education

November 2006

Resources for Iowa School Leaders

NEWS FROM THE DE

DE Seeking Growth Model Grant from USDE

The Iowa Department of Education has applied to the U.S. Department of Education for acceptance as a "growth model" pilot state for NCLB accountability purposes. Growth models allow states to make AYP decisions based upon student achievement from one year to the next (e.g. achievement gains of last year's third graders compared to their achievement as this year as fourth graders), in addition to our current method of examining "status" achievement (e.g. achievement of last year's fourth graders compared to achievement of this year's fourth graders). U.S. Secretary of Education Margaret Spellings has notified states that up to eight new growth model pilots will be accepted. (Currently North Carolina and Tennessee are the only states approved by the USDE to implement a growth model as part of their NCLB accountability systems). It is anticipated that a decision about the additional growth pilot states will be made by USDE in December. Iowa Testing Program has informed us that it is developing new "growth" reports for school districts and non-public schools that will indicate achievement growth for individuals and groups of students. Iowa Testing will also supply reports for parents with their individual child's growth. Iowa Testing will communicate directly with districts and non-public schools as this new report feature becomes available.

Redesigned DE Website Scheduled to Launch (again)

A revised DE website is scheduled to launch the first week of November. Many of you will recall that the first redesign launch in early August was almost immediately derailed by a hacker that broke into the state server, which meant that DE staff had to start nearly from scratch to redo its redesign. The relaunch is now ready with new and improved content, better navigation tools, and expanded online resources to meet the needs of educators as well as public visitors.

Your feedback will be important as we make ongoing adjustments and improvements to the site. Please email ed.webmaster@iowa.gov.

Register Now for Third Annual High School Summit

Registration is now open for the Third Annual High School Summit, scheduled for December 11-12, 2006 at the Iowa Events Center in Des Moines. Featured speakers include [Dr. Willard Daggett](#) and other executives from the [International Center for Leadership in Education](#). Additional presenters will represent Iowa schools and colleges, as well as regional and national efforts that have resulted in successful system change with positive student outcomes.

As with previous high school summits, it is recommended that participating schools bring a team representing both administration and staff. Schools are strongly encouraged to include AEA representatives and community college representatives as part of planning teams.

Registration materials and summit details can be found at <http://www.sai-iowa.org/events.html> or www.aea13.org/HIGHSCHOOLPROJECT/.

Applications for Student Member of State Board of Education

Information and applications are attached here and available on the DE website for students interested in the nonvoting student member position on the State Board of Education. The term of the student member starts May 1, 2007, and is for one year. If the appointed student is a sophomore this year, s/he may serve a two-year term. John Jessen, now a senior at Des Moines Roosevelt High School, is the current student member.

This is a competitive process, and it is crucial that all requested information is completed and all instructions are followed accurately. **We want to avoid the following problems** that have occurred in the past, such as:

- Applications missing the signed approval from the district.
- Applications with no letter of reference from an instructor who taught the student.
- Applications without the summary of community or extracurricular activities.
- Applications postmarked after the February 1 deadline.
- District administrators who sign the approval document for more than the allowable number of students from their district. The limits are as follows:
 - If district enrollment for grades 10-12 is less than 400, only one student may apply.
 - If district enrollment for grades 10-12 is 400 – 1,199, two students may apply.
 - If district enrollment for grades 10-12 is 1,200 or more, three students may apply. **In districts with more than one high school, administrators should communicate with each other about this. The DE will not screen applicants for a district that submits more than the allowed number.**

Please emphasize to interested, eligible students the importance of following the instructions for completion of all required documents. If a district has more students interested in applying than the above limits, the district must determine who gets to submit their application(s) to this agency.

School Safety ICN Broadcast Series

Following recent incidents in Colorado, Wisconsin, and Pennsylvania, schools and communities are left asking themselves whether anything could have been done to prevent such violence, and did authorities respond appropriately for the situation.

Every school and situation is unique, so schools must be adequately prepared, rehearsed, and ready to implement a well-articulated crisis plan. Each school safety tragedy provides new insights and reminders for schools to rethink, revise, and assess their strategies for keeping their students and staff safe. Coupled with that is the need for schools to create and sustain positive learning communities to ensure that students feel connected to and safe at school.

To help support Iowa schools in their efforts to do just that, the DE will broadcast a series of three ICN meetings on school safety issues. These sessions will include guidance from experts on policies, facilities, response to crisis, and long-term prevention issues. Each session will run from 9 a.m. to 10:30 a.m. on Monday morning October 23, November 6, and November 20. Location information is available on-line at: <http://www.state.ia.us/educate/ecese/safety/index.html>.

SCHOOL IMPROVEMENT

Learner Characteristics Inventory due November 30

The Iowa Alternate Assessment (IAA) is an alternate assessment based on alternate academic achievement standards and is a component of Iowa's accountability system for Adequate Yearly Progress (AYP) as required by No Child Left Behind (NCLB). In order to implement the IAA, the Department needs to collect additional information about each student whose information will be included as part of the IAA.

Some of this information is being collected on the Learner Characteristics Inventory (LCI), which needs to be completed for each participating student. Every student participating in the IAA for 2006-07 must have an LCI completed for them by March 31, 2007. Most of the work should be completed by November 30 (although the website will remain open for new students in teacher's classrooms or for students who move to a new district) to allow DE staff time to analyze the data. If the DE does not receive an LCI for a student by March 31, 2007, for the 2006-07 school year, the student's score will not count toward participation or proficiency for AYP determinations. Guidelines for IAA Learner Characteristics Inventory (06-07 school year) are as follows:

1. Please review the IAA Participation Guidelines posted on the department's website. (For reading and math, grades 3-8 & 11. For science, grades 5, 8, 11.)

2. Three options for completing the LCI:
 - Option #1 (**preferred**): Online (test pilot) - districts will need to enter all data on each student participating in the IAA for 2006-07. Please use the Project EASIER ID #. Plan to complete each entry in one sitting. It is not possible to save an inventory, log out, and then go back into the same student inventory at a later date or time. However, it is possible to enter data on different students using multiple sessions. Please be sure to click "submit" only once. To print a completed LCI for district files, use the Internet browser and select "print" and then click the "submit" button. Please access the LCI by using the following login information: (URL, user ID, and password must match exactly.)
URL: [<<http://205.221.40.75/004/iaa.tp4>>](http://205.221.40.75/004/iaa.tp4)
User ID: IAA Teacher
Password: 123!4#
 - Option #2: Complete the Word document as a "fillable form." Open the document. Fill in the blanks. Click on the appropriate checkbox. SAVE AS the students ID number and email to [<<mailto:mary.sullivan@iowa.gov>>](mailto:mary.sullivan@iowa.gov)
 - Option #3: Print copies of the blank LCI. Make copies equal to the number of students on the district roster that will be in the IAA for 2006-07. Complete by hand. Mail or fax to Mary Sullivan at the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319. Fax: 515/242-6019.
3. Please complete all LCIs by November 30, 2006. The site will be available after this date only to include new students who move or transfer into the district/classroom. If a student transfers or leaves the classroom/district after the LCI has been completed, please contact Mary Sullivan by fax, email, or phone at 515/281-5471.
4. All students participating in the IAA for 2006-07 must have a completed LCI. All areas must be documented. Do not leave any area blank.

Contact Steve Maurer at [<mailto:steve.maurer@iowa.gov>](mailto:steve.maurer@iowa.gov) or 515/281-3576 with questions about this process.

Special Education Due Process Hearing: Student Transitions to Adulthood

A special education due process hearing decision regarding the transition of a high school senior with disabilities to adult life was issued in August. The Administrative Law Judge (ALJ) found in favor of the parent request for a delay in the boy's proposed graduation from high school and consideration of transition services. The ALJ specifically found that the school had not established that the boy had met a level of acceptable performance on many of his IEP goals, that his parents' request for consideration of transition services was not given appropriate consideration by the IEP team, and that the boy's graduation should be delayed until the resolution of transition issues. The parents' request for placement of the boy in a specific transition program for services was not granted due to the lack of existing transition assessment data and measurable postsecondary goals for the boy.

The school had not performed age appropriate transition assessments related to training, education, employment and independent living skills upon which to develop "appropriate measurable postsecondary goals" as expressly required under the 2004 Amendments to Individuals with Disabilities Education Act.

The IEP/placement team was directed to determine an appropriate service program and placement in which any identified needs for programs and services would be provided, if any. Graduation was to be delayed until the issues underlying the request for due process hearing were resolved. **In re Brad B. 24 D.o.E. App. Dec. 88 (2006).** The full text of the decision may be viewed at: http://www.state.ia.us/educate/dc/ad/doc/brad_b.pdf Questions about special education appeal procedures may be directed to Dee Ann Wilson at deean.wilson@iowa.gov or 515/281-5766; questions about special education substantive law may be directed to Thomas Mayes at thomas.mayes@iowa.gov or 515/242-5614.

Teacher Quality Funds: Pot 2 Update

A Wright County District Court Decision issued on September 22 reversed the guidance given by the DE on the use of Pot 2 funds. HF 2792 appropriated \$6,625,000 for use "by school districts for either salaries, or professional development, or both as determined by the school district." These funds are commonly known as "Pot 2". The decision as to the purpose of these funds (professional development, salary, or both) is determined by the district school board. The DE is not appealing this district court decision; there is no need for a district to hold onto its Pot 2 allocation.

To clarify at this point: If a district has already decided whether the "Pot 2" funds are to be used for straight salary enhancement or compensation for PD time, the district cannot "change their minds" due to this court decision. If the board has determined that some or all of Pot 2 will be used for straight salary enhancement, the distribution of that funding for salaries must be negotiated. If the board has determined that some or all of Pot 2 will be used for compensation for PD time, the board can decide how that portion of the funds will be distributed to teachers.

For additional information, contact Dianne Chadwick at 515/281-3718 or dianne.chadwick@iowa.gov.

Course Codes Important for HQT Compliance

NCLB required all districts to have "highly qualified teachers" in the core academic content areas of English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. These areas apply to all elementary and secondary teachers who are teaching in facilities or schools under the authority of the local school district.

The way the DE determines HQT for each school within a district is through its BEDS data submission. The course codes selected by the district for each teacher assignment are matched with the individual teacher's endorsements. If the course codes selected do not match with the required endorsements, then the teacher's assignment does not meet the highly qualified requirements. The DE's initial review of HQT data for each district indicates that some districts appear to have used course codes that are not correct. In order to help districts clean up their HQT data, school improvement consultants will contact those districts that appear to have some coding errors so corrections can be made for the 2006-07 school year.

There will be a web-based application to correct any HQT errors on the Edinfo site. ICN training sessions will be held to assist districts in making corrections. As soon as the website is ready, information will be sent to districts regarding dates/times for ICN sessions. This will help ensure that district HQT data is accurate so that districts are credited with meeting this requirement of NCLB.

Please contact the district DE School Improvement Consultant with questions.

Register for November 16-17 Highly Qualified and Beyond Conference

November 9 is the deadline for registering for the Highly Qualified and Beyond Conference.

This state conference will provide introductory skill building in Iowa's consultative and co-teaching models, with an emphasis on secondary teachers. The conference will feature Ron Rohac and Dr. Marilyn Friend. On November 16, Mr. Rohac will focus on content area strategies that support collaboration between general and special education teachers. Participants will learn specific skills and strategies to implement in their classrooms. On November 17, Dr. Friend will elaborate on specific co-teaching approaches that can be used in general education classrooms. Participants will learn strategies for planning and implementing the approaches. November 17 will also feature "open microphone" sessions during which participants can ask questions of Dr. Friend and Iowa teachers and administrators who have been implementing co-teaching and consultative models for several years.

The conference has no registration fee. Online registration and conference details can be accessed at <http://www.register123.com/event/profile/web/index.cfm?PKwebID=0x568681ae9>. For more information, contact Norma Lynch at norma.lynch@iowa.gov or 515/281-6038.

The contact for all Legal Lessons items is Carol Greta, carol.greta@iowa.gov; 515/281-8661.

Student Records – Recent Issues to Note

There have been several instances this year of high school varsity football teams allowing (knowingly or unknowingly) ineligible students to compete. The IHSA Board of Control has imposed penalties against those schools. The purpose of this item is not to discuss the consequences but to discuss *prevention* of the situations that got schools into trouble.

| SITUATION | STEPS TO PREVENT |
|--|---|
| 1. Transfer student is known to be ineligible but is allowed to suit up in full pads and uniform for varsity games. At a point when comfortably ahead in one game, a coach yells for the “scout team” to go in for the kick-off. The ineligible player, who has been practicing with the varsity as a member of the scout team, goes in for at least one down. | 1. Ineligible players may practice with the varsity. Thus, it is even more important that they be clearly told that this does not mean that they may compete at the varsity level. Allowing an ineligible student to be on the sidelines in full uniform (as opposed to team jersey and jeans) is an invitation to forfeiture of the game if that player – as happened here – goes in for a competitive down. |
| 2. Student moves into a new district and plays varsity football in every game until – during Week 6 – someone finally notices that his 8 consecutive semesters of eligibility expired at the end of the 2005-06 school year. (He had dropped out of school after his sophomore year and was out of school one entire year. His transcript accurately reflected this.) | 2. Check grades and <u>dates</u> of enrollment for all transfer students. For this current school year, any student who started his or her freshman year in 2002-03 has used up his/her eligibility. |
| 3. At registration, a new student in District A states that he and his family have moved in from District B. District A requests his records from District B. The records are not sent for several months...until after the student has been allowed by District A to play in 3 varsity games. When the records come, they show that the student was EXPELLED by District B and that the period of expulsion has not expired. District A also learns that the student and family still reside within District B. | 3. The only practical solution to situations such as this are to insist on holding a student out of varsity competition until the records come. Get the family involved to put pressure on the former district; make phone calls; do whatever it takes. In this case, the student was ineligible both conduct-wise and as a transfer student, but additionally – THIS STUDENT SHOULD NEVER HAVE BEEN ENROLLED. As an expelled student whose period of expulsion was not expired, the board of District B must affirmatively meet to vote on his admission and ideally should seek the permission of the board that expelled him before doing so. A phone call to District B would have tipped off District A as to the residency issue, and certainly would have alerted District A to the expulsion. |

The safeguards suggested in the right-hand column above are true for all students, not just secondary students and not just those involved in athletics. However, the IHSA does intend to make a checklist available to member schools before the start of the next school year to try to decrease the number of incidents of ineligible students competing in varsity competitions.

Help All Staff Stay out of Ethical Hot Water

We would all like to believe that ethical behavior is so obvious and intuitive that no reminders are needed. Alas, the caseload of the Board of Educational Examiners tells us differently. So, here and in no particular order is a Top 10 list of ethical pitfalls to avoid. An administrator may desire to post this in the staff lounge or otherwise keep this at the forefront of all employees' awareness.

10. Do not violate the gift law by accepting a gift of more than \$3.00 in value from someone or some group wanting favorable treatment or wanting to do business with the district.
9. Do not physically, emotionally, or sexually abuse any child.
8. Do not engage in a romantic relationship with any student – it is a crime to do so, and this is true even if the student is an adult and even if the student is in different school than the school employee (e.g., District A student “dating” a District B employee).
7. Do not require or even request students to take part in an activity that is not school-sponsored if you stand to personally benefit from student participation (e.g., getting a gift for having x number of students fill out a questionnaire for a private company to assess their future plans).
6. Do not treat school or student funds as your own.
5. Do not misuse school property – including computers and email.
4. Do not possess, consume, or work under the influence of alcohol or non-prescription controlled substances.
3. Do not permit harassment, bullying, or hazing and do not fail to report the same.
2. Do not fail to report a colleague or school volunteer who violates any of the above rules.
1. Do not discuss students by name with anyone who does not have a legitimate need to know the information.

Remember the Educator's Golden Rule: *Always treat students as you would like your own family members to be treated.*

FERPA, PPRA Notices

In mid-October, the U.S. Department of Education sent to each LEA its annual letter regarding school districts' obligations under the Family Educational Rights and Privacy Act (FERPA) and its Protection of Pupil Rights Amendment (PPRA). The specific office within the federal Department that sent the letter is the Family Policy Compliance Office (FPCO). The link to FPCO is www.ed.gov/policy/gen/guid/fpcO. Included in the letter were Model Notification of Rights under FERPA, Model Notification of Rights under PPRA, and Model Consent/Opt-Out for Specific Activities under PPRA.

SCHOOL FUNDING AND GRANTS

CORRECTION TO Gifted and Talented Funding Reminder

The October SLU listed several appropriate and inappropriate expenditures under gifted and talented funding. In addition to the items listed, another inappropriate use would be using carryover monies from one year as the local district match for the following budget year.

For more information, contact Rosanne Malek, 515/281-3199, rosanne.malek@iowa.gov.

Character Awards Available

Iowa has been selected as one of 12 states to introduce the National Schools of Character Award program from the Character Education Partnership (CEP). Every year, the CEP names 10 public and private schools and districts (K-12) as National Schools of Character (NSOC) for their outstanding work in character education. The purpose of the awards program is to honor these exemplars and help them to inspire and lead others.

Through a grant from the John Templeton Foundation, CEP has expanded its program to include State Schools of Character (SSOC). Several states, including Iowa, are now conducting SSOC competitions as a preliminary step to advancing to the NSOC awards. The purpose of this tiered approach is to allow more schools and districts to be recognized and to provide exemplary sites within states to serve as models for other educators. School buildings, AEAs, feeder patterns, or districts that have developed comprehensive character education initiatives are encouraged to apply by December 4. Information on the process and available technical assistance is posted at www.iowacharacter.org.

Deadlines and [Dates to Remember](#)

| | |
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| November 6 | ICN Broadcast , School Safety (Session 2) |
| November 7 | ICN session, "Teaching and Learning in Quadrant D |
| November 16-17 | Highly Qualified and Beyond Conference , Des Moines |
| November 15 | State Board Meeting |
| November 16-17 | Iowa Association of School Boards annual conference |
| November 20 | ICN broadcast , School Safety (Session 3) |
| November 28 | ICN session, "Teaching and Learning in Quadrant D (repeat from Nov. 7) |
| November 30 | Learner Characteristics Inventory due |
| December 11-12 | Third Annual High School Summit , Des Moines |

SCHOOL LEADER UPDATE is produced monthly by the Iowa Department of Education for school leaders of Iowa. Comments and submissions should be sent to Kathi Slaughter, 515/281-5651, kathi.slaughter@iowa.gov.



MEMORANDUM TO ALL SCHOOL DISTRICTS IN IOWA

Gene E. Vincent
President
Carroll

FROM: Gene Vincent, President

Rosey Hussey
Vice President
Mason City

DATE: November 2, 2006

Jackie Dout
Pella

RE: Applications for Nonvoting Student Member on Iowa State Board of Education

Charles C. Edwards, Jr.
Des Moines

The State Board of Education is now accepting applications from public school sophomores and juniors who wish to be considered for appointment by Governor Vilsack to the Board. While this is a nonvoting position, it presents a wonderful opportunity for the student member and voting members of the Board to learn from each other as the Board makes policy for students in Iowa.

Sister Jude Fitzpatrick
West Des Moines

Accompanying this cover memorandum is the application that a student must fill out and sign, as well as the consent form for the student's parent or guardian and the approval form for the district to complete. Make as many copies as you need, but note that there is a limit as to the number of students who may apply from a district. **Do not approve more than the allowable number of applicants from your district.**

Brian Gentry
Des Moines

- If your district's enrollment for grades 10 – 12 is less than 400, only one student may apply
- Enrollment of 400 – 1199, two students may apply
- Enrollment of 1200 or more, three students may apply

John Jessen
(Student Member)
Des Moines

The student member's term is May 1, 2007 – April 30, 2008. The state board will meet at least nine times during that term, with most meetings taking place in the Grimes State Office Building in Des Moines.

Wayne Kobberdahl
Council Bluffs

Mary Jean Montgomery
Spencer

Besides being a full-time, regularly enrolled 10th or 11th grade student in a public high school, the student must meet these requirements:

Max Phillips
Woodward

- Has a GPA of at least 3.0 (4.0 scale) or 3.75 (5.0 scale)
- Has attended his/her present high school at least the past two consecutive semesters (or the equivalent thereof)
- Demonstrates participation in extracurricular and community activities, as well as an interest in serving on the board
- Fills out the application and attaches all required forms and letters.

Judy Jeffrey
Director and
Executive Officer

If you or any potential applicants have questions, please feel free to call Carol Greta, the Board's legal counsel, at 515/281-8661.

APPLICATION FOR MEMBERSHIP ON STATE BOARD OF EDUCATION

Name of student: _____

Address of student: _____
Street City Zip

School district of enrollment: _____

Number of years enrolled in district: _____ Number of years residing in Iowa: _____

Name of high school: _____

Present grade level: _____ Date of birth: _____

Cumulative high school grade point average as of end of 1st semester, 2005-2006: _____

Verified by _____ on _____.
(signature and title of appropriate district officer) (date)

District's grading scale is (circle one): 4.0 5.0

Attach the following:

1. District approval form completed and signed by superintendent or secondary principal.
2. Consent form completed and signed by parent or guardian.
3. Recommendation forms completed and signed by a high school teacher from whom the applicant received instruction, an adult familiar with the applicant's community activities, and any other third person. **Total of three (3) required.**
4. Typed or printed essay (maximum of one page) specifically addressing the following areas:
 - a. Describe your interest in serving on the State Board of Education,
 - b. Explain how your presence on the Board would benefit Iowa's education system in Iowa, and
 - c. Address how you can represent all public high school students in Iowa.
5. Typed or printed form describing the applicant's community and extracurricular activities.

In submitting this application, I certify that the information I have provided is true, and, if appointed, I pledge that I will support the Board and the Iowa Department of Education by my presence and participation to the best of my abilities.

Date

Signature of Student Applicant

Postmark or hand-deliver application and all attachments **on or before February 2, 2007**, to Iowa Department of Education, Carol Greta - Legal Consultant, Grimes State Office Building, Des Moines, IA 50319-0146.

APPLICANT’S COMMUNITY AND EXTRACURRICULAR ACTIVITIES

HIGH SCHOOL EXTRACURRICULAR ACTIVITIES:

| Describe Activity | Grade Level(s) | Honors achieved through activity | Position(s) held, if pertinent | Other desired pertinent information |
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COMMUNITY (NON-SCHOOL) ACTIVITIES WHILE IN HIGH SCHOOL:

| Describe Activity | Mo/Yr - Mo/Yr* | Sponsor of activity | Position(s) held, if applicable | Other desired pertinent information |
|--------------------------|---------------------------|--------------------------------|--|--|
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*Just checkmark box if this was a one-time activity that did not take place over a period of weeks or months.

APPROVAL BY SCHOOL DISTRICT OF STUDENT'S APPLICATION FOR STATE BOARD OF EDUCATION

The undersigned (must be superintendent or secondary principal) hereby states that student, _____, is hereby approved to submit his or her application for consideration as the nonvoting member of the Iowa State Board of Education for **the term beginning May 1, 2007 and ending April 30, 2008.**

The undersigned further verifies that the applicant is enrolled as a full-time student in grade ____ at _____ high school, and that the undersigned has reviewed the information on the student's application.

On behalf of the above-named district, the undersigned confirms that, if appointed to the state board by the governor, the student's absences from school for participation in official board activities shall not be marked as unexcused absences. Pursuant to Iowa Code section 256.5A, the district shall notify the student's parent or guardian if the student's cumulative grade point average falls during the term of membership on the state board.

Date

Signature

School telephone number

Title

Name of School District

CONSENT BY PARENT OR GUARDIAN FOR APPLICATION BY MINOR STUDENT FOR STATE BOARD OF EDUCATION MEMBERSHIP

The undersigned parent/guardian of _____, states as follows:

1. My child's date of birth is _____.
2. My child has my consent to file the foregoing application and to serve, if appointed, as the nonvoting member of the Iowa State Board of Education for the term commencing **May 1, 2007 and ending April 30, 2008**. I make this consent based on my assessment of my child's interest in serving on the board and his or her ability to participate in board activities without harmful effect to his or her academic achievement.
3. I acknowledge that Iowa Code section 256.5A requires that I supervise my child while s/he is participating in official board activities other than such activities that take place in the community in which my child and I reside. **If I determine that such supervision is not necessary for my child, I understand that I must submit a signed release to the Iowa Department of Education.**
4. I may withdraw this consent, in writing, at any time that I determine that membership on the state board is contrary to my child's best interests.

NOTE TO PARENTS:

The state board of education meets approximately 9 – 10 times per term. Most meetings are held in Des Moines, but 2 – 3 activities may be held at other communities in the State. The Iowa Department of Education provides mileage reimbursement, but does not provide direct transportation.

Date

Printed name of parent/guardian

Signature of parent/guardian

Home address: _____
Street City Zip

Home telephone number: _____

Work address: _____
Street City Zip

Work telephone number: _____

RECOMMENDATION ON BEHALF OF _____
(Student's Name)

Instructions for person making recommendation:

1. For ratings of listed qualities, please circle the appropriate number.
2. For short answers, please type or print your response.
3. Seal this document in an envelope and return to the student for submission with application. **Please do not share your responses with anyone.**

I. Please rate the student in the following areas (1 is lowest; 5 is highest rating):

- | | | | | | |
|---|---|---|---|---|----------------------|
| 1 | 2 | 3 | 4 | 5 | work/study ethic |
| 1 | 2 | 3 | 4 | 5 | attitude |
| 1 | 2 | 3 | 4 | 5 | dependability |
| 1 | 2 | 3 | 4 | 5 | interpersonal skills |
| 1 | 2 | 3 | 4 | 5 | verbal skills |
| 1 | 2 | 3 | 4 | 5 | level of maturity |

II. What strengths (no more than two) does the student possess that would especially aid him/her to fulfill the student role on the State Board of Education, and why?

III. What reservations, if any, do you have about the student's ability to successfully serve as the student member on the State Board of Education, and why?

Person Making Recommendation: _____
(Please type or print name)

How do you know the above-named student? _____

How long have known him or her? _____

I, the undersigned, understand that the above-named student is submitting an application to be appointed by the Governor of Iowa as the nonvoting student member of the Iowa State Board of Education. I certify that I have not shared my responses with the above-named student or any other person.

Date

Signature, Person making Recommendation